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DDA Memo, 4 Apr 57

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Date: 2/13/78 By: ou

12 March 1954

MEMORANDUM FOR THE RECORD

SUBJECT: MIS Survey Reports on Administrative Activities
in DD/P (Admin Units - DD/P)

1. Attached are reports on administrative staffs and divisions in DD/P. These reports were the result of a five-month survey by Management Improvement Staff personnel with the technical assistance of specialists assigned from the Office of the Comptroller, Office of Logistics, and Office of Personnel. The survey was jointly authorized by the ADD/A and Chief of Administration, DD/P.

2. As each report indicates, they were addressed to the ADD/A through the Chief of Administration, DD/P. Informal copies of each report, as completed, were submitted to the ADD/A, though the formal reports have never been released by Chief of Administration, DD/P. There are indications that many of the recommendations contained in these reports have been implemented. In this regard, attached hereto is an analysis of the recommendations contained in Budget and Finance Reports and known incidences of implementation.

3. The reports attached are on loan from the Management Improvement Staff files and must be returned at a later date. If they prove to be of any value to I&R Staff as source material, copies should be obtained from the Chief of Administration, DD/P.

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